CLOUDS ON MARS

Sustainability Data Entry Hub

Supports the collection of
Scope 1 and 2 GHG and ESG data
from dispersed locations

Sustainability Data Entry Hub is an application for collecting data about the organization's emissions for all the organizational units of the company. The application enables the creation of the structure of the organization with all its units and facilities. Based on the structure the users may register all the emissions in two main streams:

1. **Indirect emissions** - are a consequence of the activities of the reporting organization, but are physically produced by sources owned or controlled by another organization. They may include delivered electricity, cooling, and heating resources.
2. **Direct emissions** - come from sources owned or controlled by the reporting organization, for example, fuel combustion during the usage of own installations.

There are five types of direct emissions that may be introduced in the application:

- *Fugitive emissions* – are leaks and other irregular releases of gases or vapors from a pressurized containment.
- *Industrial process* – procedures used in manufacturing, constituting mechanical, physical, electrical, or chemical steps.
- *Mobile combustion* - emissions from the transportation of materials, products, waste, and employees resulting from the combustion of fuels in company-owned or controlled mobile combustion sources.
- *Stationary combustion* – includes power plants, combined heat, and power production plants, industrial combustion plants, and district heating plants as well as small plants e.g. stoves and residential boilers.

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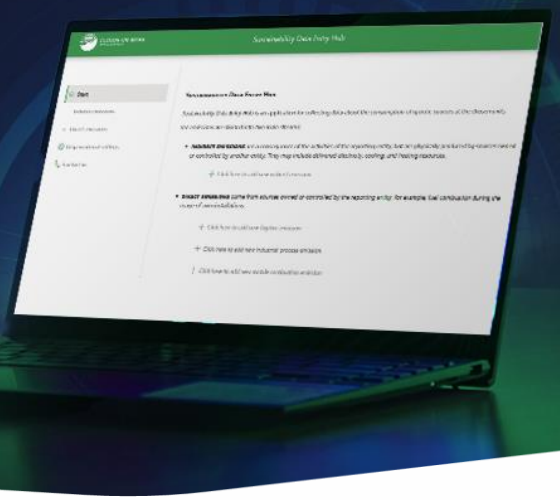

Sustainability Data Entry Hub – how it works?

STEP 1: Setting up the organizational hierarchy

On the Organizational settings page the user may create the organizational units and facilities.

1. On the subpage Organization/Organizational unit there is a list of existing units for the organization. Starting from there user may add another new unit, and edit or delete the existing one. When creating the new unit user needs to fill in a few fields:
   a. *Name* – it is recommended that the name is clear and concise
   b. *Parent* – in this field the user may create the hierarchy of the units assigning the unit one level up over the current unit

   NOTE: if the unit is assigned as a parent to any other unit it cannot be removed from the list of units

   NOTE: every unit may only have one parent unit

   c. *Type* – this field gives the user possibility to choose from a defined list the type of a unit
   d. *Description* – in this free text form user is able to add any details regarding the unit that may be useful in further work with the application
   e. *Address fields* – address fields may be filled in manually (one by one) or using the search for address option – when the searched address is ok, after approving it with the icon on the right the address fields will be automatically filled in

   NOTE: After using the search for address option check if all the fields are correctly populated. Depending on how the address is provided on the map used there the values in the fields may differ.

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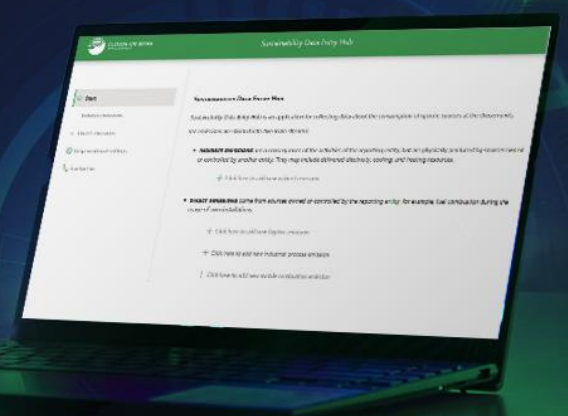
2. On the subpage Organization/Facility there is a list of existing facilities for the organization. The facility is the real place where the emission takes place. Starting from this page user may add another new facility, and edit or delete the existing one. When creating the new facility user needs to fill in a few fields:
    a. *Name* – it is recommended that the name is clear and concise
    b. *Organizational unit* – every facility must be assigned to an organizational unit
    c. *Facility Type* - this field gives the user possibility to choose from a defined list what type of facility it is
    d. *Address fields* – address fields may be filled in manually (one by one) or using the search for address option – when the searched address is ok, after approving it with the icon on the right, the address fields will be automatically fulfilled

    NOTE: After using the search for address option check if all the fields are correctly populated. Depending on how the address is provided on the map used there the values in the fields may differ.

3. On the subpage Indirect emissions/Energy providers the user may add the new provider of energy which the organization gets the invoices from, and edit or delete the existing one. The form for the energy providers is easy as it contains only one field with the name.

4. On the subpage Indirect emissions/Contractual instrument types the user may add the new Contractual instruments, and edit or delete the existing ones.
The contractual instrument is the agreement or other document which regulates the agreement between the energy provider and recipient.



To add the instrument the user needs to fill in three fields:

a. *Name* – it is recommended that the name is clear and concise
b. *Energy source* – give information what is the origin of energy
c. *Description* - in this free text form user is able to add any details regarding the instrument that may be useful in further work with the application

NOTE: Although all the forms for adding the new elements of Organizational settings are available also when filling in the emission records, it is recommended to add the elements in the application before starting to add emissions. It ensures the structure is complete and clear, and helps to keep the emission records insertion easy and quick.

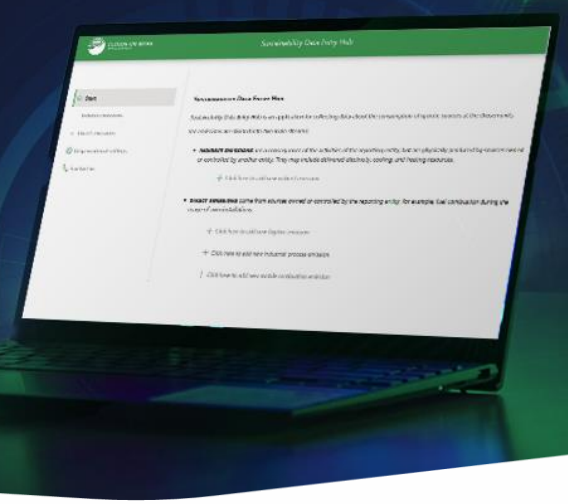
STEP 2: Adding the emissions

There are two ways of adding the emission records:

- Starting from the Start page – it contains links to all forms
- Starting from the menu on the left-hand side – there is a page for every emission type with the list of already existing records and a link to the form for a given emission type

Regardless of the way the user chooses, there are five different forms of emissions:

1. Indirect emissions – in this form the user needs to fill in four pages with the data:
   a. *Page 1:*
      - *Energy type* – the user chooses from the list what type of energy is provided
      - *Is renewable* – the user points out (Y/N) if the energy is from renewable sources
      - *Organizational unit* – the user assigns the emission to the organizational unit
      - *Facility* – the user assigns the emission to the facility. In this field, there are only the facilities on the list that are assigned to the organizational unit chosen in the previous field



NOTE: in the case of organizational unit and facility there is the possibility to create the new unit or facility directly from the emission form.

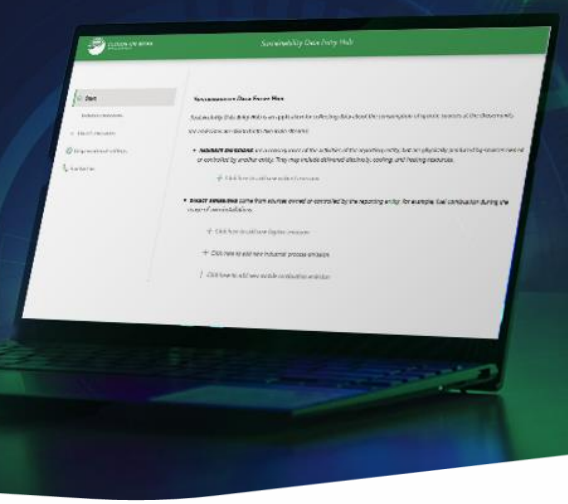
b. Page 2:

- Name – the name of the record is populated automatically with the type of energy but the user may freely change it. It is recommended to have some convention for the names of the records and keep it clear and concise
- Data quality type – user points out if the data for the emission is real (documented) or just estimated
- Description - in this free text form user is able to add any details regarding the emission record that may be useful in further work with the application
- Energy provider – user chooses from the list the provider of the energy
- Contractual instrument type – user chooses from the list the instrument

NOTE: in the case of energy provider and contractual instrument type there is the possibility to create the new unit or facility directly from the emission form.

c. Page 3:

- Quantity – in this field, the user fills in the quantity of provided energy and chooses from the list the unit in which the energy is measured (e.g. kWh)
- Cost – in this field user fills in the cost of provided energy and chooses from the list the currency in which the cost is counted
- Evidence – in this field, the user may point out if there is an invoice as evidence of the energy provided
- Meter number – this field enables the user to identify the device that measures the quantity of energy provided



d. Page 4:

- Transaction date – in this field, there should be the date of the invoice pointed

NOTE: this field appears only if there was an Invoice value chosen in the Evidence field on the previous page

- Consumption start date – in this field the start day of the period in which the energy was provided/consumed should be pointed
- Consumption end date - in this field the end day of the period in which the energy was provided/consumed should be pointed

NOTE: the end date cannot be prior to starting date

2. Direct emissions / Fugitive

a. Page 1 – Greenhouse gas:

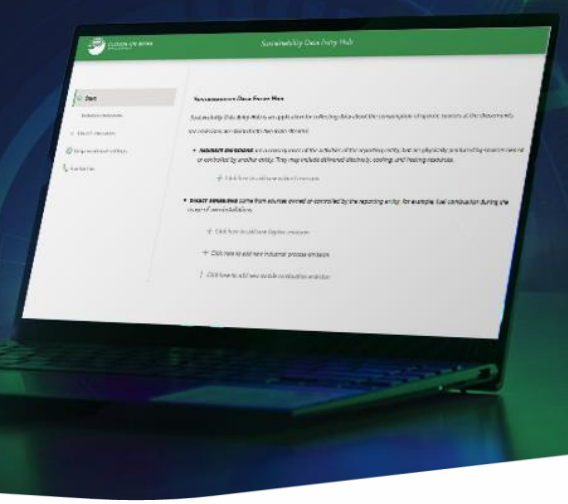
- Greenhouse gas category – in this page the user may choose the category of the gas that was emitted – chosen category narrows down the list of gases in the Gas name field
- Gas name – in this field, the user should choose the name of the gas that was emitted. There is a search box that enables finding the right gas by just starting to type the name

NOTE: the user may choose the gas from the list directly without using the category field

b. Page 2 – Organizational unit:

- Organizational unit – the user assigns the emission to the organizational unit
- Facility – the user assigns the emission to the facility. In this field there are only the facilities on the list that are assigned to the organizational unit chosen in the previous field

NOTE: in the case of organizational unit and facility there is the possibility to create the new unit or facility directly from the emission form.



c. Page 3 – Data description:

- Name – the name of the record is populated automatically with the name of the gas plus "emission" but user may freely change it. It is recommended to have some convention for the names of the records and keep it clear and concise
- Data quality type – user points out if the data for the emission is real (documented) or just estimated
- Industrial process type – the user may choose from the list what process type the emission was generated in the specific industry process
- Description - in this free text form user is able to add any details regarding the emission record that may be useful in further work with the application

d. Page 4 – Quantity & cost:

- Quantity – in this field user fills in the quantity of emitted gas and chooses from the list the unit in which the gas emission is measured (e.g. kg)
- Cost – in this field user fills in the cost of purchase medium
- Evidence – in this field user may point out if there is an invoice as evidence of consumption

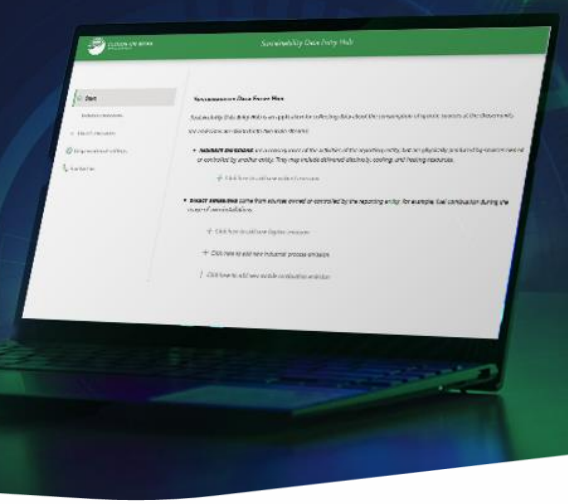
e. Page 5 – Dates:

- Transaction date – in this field there should be the date of the invoice pointed

NOTE: this field appears only if there was an Invoice value chosen in the Evidence field on the previous page

- Consumption start date – in this field the start day of the period in which the gas emission was measured should be pointed
- Consumption end date - in this field the end day of the period in which the gas emission was measured should be pointed

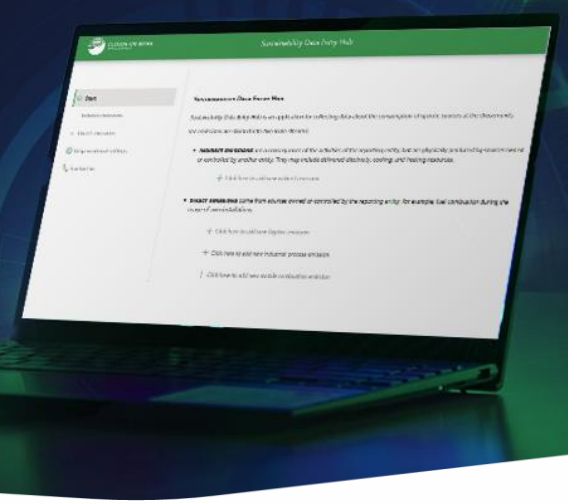
NOTE: the end date cannot be prior to starting date



3. Direct emissions / Industrial process
    a. Page 1 – Organizational unit:
        - Industrial process type – in this field the user may choose from the list what type of process is responsible for the emission: ex. a chemical process, cement production
        - Organizational unit – the user assigns the emission to the organizational unit
        - Facility – the user assigns the emission to the facility. In this field, there are only the facilities on the list that are assigned to the organizational unit chosen in the previous field

        NOTE: in the case of organizational unit and facility there is the possibility to create the new unit or facility directly from the emission form.

    b. Page 2 – Data description:
        - Name – the name of the record is populated automatically with the name of the process plus “emission” but the user may freely change it. It is recommended to have some convention for the names of the records and keep it clear and concise
        - Data quality type – user points out if the data for the emission is real (documented) or just estimated
        - Description – in this free text form user is able to add any details regarding the emission record that may be useful in further work with the application
    c. Page 3 – Quantity & cost
        - Quantity – in this field user fills in the quantity of emitted gas and chooses from the list the unit in which the gas emission is measured (e. g. kg)
        - Cost – in this field user fills in the cost of purchased medium
        - Evidence – in this field user may point out if there is an invoice as evidence of the procurement process: cement production, chemical process



d. Page 4 – dates
    - Transaction date – in this field there should be the date of the invoice pointed

    NOTE: this field appears only if there was an Invoice value chosen in the Evidence field on the previous page

    - Consumption start date – in this field the start day of the period in which the gas emission was measured should be pointed
    - Consumption end date - in this field the end day of the period in which the gas emission was measured should be pointed

    NOTE: the end date cannot be prior to starting date

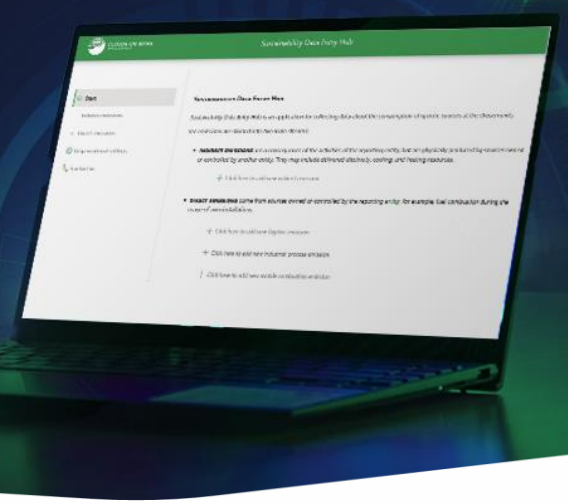
4. Direct emissions / Mobile combustions
    a. Page 1 – Fuel & vehicle type:
        - Fuel type – in this field user chooses from the list the type of fuels used. There is a search box that enables finding the right fuel type by just starting to type the name.
        - Vehicle type – in this field user chooses from the list the type of vehicle that was the source of the emission

    b. Page 2 – Organizational unit:
        - Organizational unit – the user assigns the emission to the organizational unit
        - Facility – the user assigns the emission to the facility. In this field, there are only the facilities on the list that are assigned to the organizational unit chosen in the previous field

        NOTE: in the case of organizational unit and facility there is the possibility to create the new unit or facility directly from the emission form.

    c. Page 3 – Data description:

        - Name – the name of the record is populated automatically with the words “combustion by” plus the vehicle type but the user may freely change it. It is recommended to have some convention for the names of the records and keep it clear and concise



- Data quality type – user points out if the data for the emission is real (documented) or just estimated
- Description - in this free text form user is able to add any details regarding the emission record that may be useful in further work with the application

d. Page 4 – Quantity & cost

- Fuel quantity – in this field user fills in the quantity of fuel used and chooses from the list the unit in which the fuel is measured (e.g. L, kg)
- Cost – in this field user fills in the cost of the fuel used and chooses the currency in which the cost was counted
- Quantity – the quantity of the used medium - measured in liters, MWh, kg, tonnes, etc.
- Distance – in this field user types the number of kilometers driven using the fuel and chooses from the list the unit in which the distance was measured
- Evidence – in this field user may point out if there is an invoice as evidence of fuel consumption

e. Page 5 – Dates:

- Transaction date – in this field, there should be the date of the invoice pointed

NOTE: this field appears only if there was an Invoice value chosen in the Evidence field on the previous page

- Consumption start date – in this field the start day of the period in which the fuel usage was measured should be pointed
- Consumption end date - in this field the end day of the period in which the fuel usage was measured should be pointed

NOTE: the end date cannot be prior to starting date

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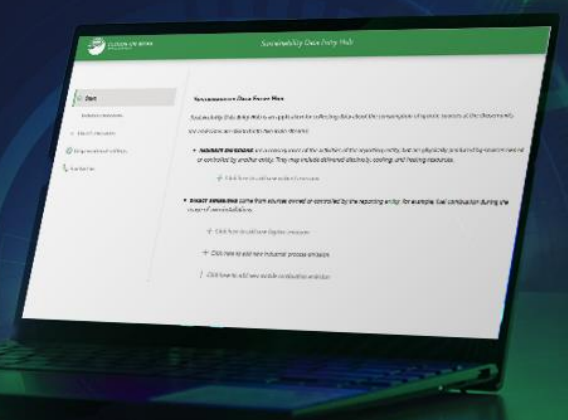
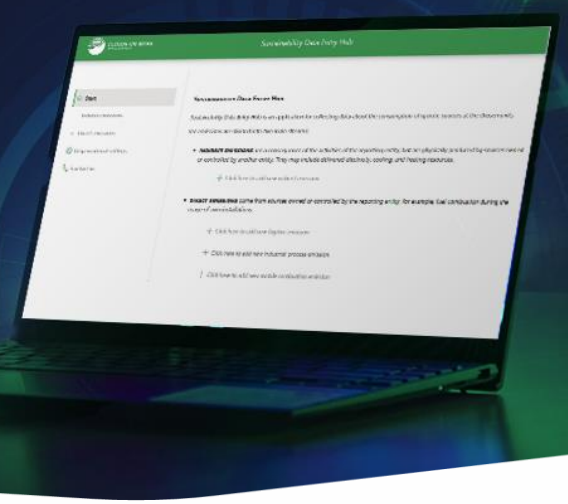


5. Direct emissions / Stationary combustion
    a. Page 1 – Fuel type:
        - Fuel type – in this field user chooses from the list the type of fuel used. There is a search box that enables finding the right fuel type by just starting to type the name.
    b. Page 2 – Organizational unit:
        - Organizational unit – the user assigns the emission to the organizational unit
        - Facility – the user assigns the emission to the facility. In this field, there are only the facilities on the list that are assigned to the organizational unit chosen in the previous field

        NOTE: in the case of organizational unit and facility there is the possibility to create the new unit or facility directly from the emission form.

    c. Page 3 – Data description:
        - Name – the name of the record is populated automatically with fuel type plus “combustion” but the user may freely change it. It is recommended to have some convention for the names of the records and keep it clear and concise
        - Data quality type – user points out if the data for the emission is real (documented) or just estimated
        - Industrial process type – ex. a chemical process, cement production, etc.
        - Description - in this free text form user is able to add any details regarding the emission record that may be useful in further work with the application
    d. Page 4 – Quantity & cost:
        - Quantity – in this field user fills in the quantity of fuel used and chooses from the list the unit in which the fuel is measured (e.g. L)
        - Cost – in this field user fills in the cost of the fuel used and chooses the currency in which the cost was counted
        - Evidence – in this field user may point out if there is an invoice as evidence of fuel consumption
        - Meter number – this field enables the user to identify the device that measures the quantity of fuel consumed



d. Page 5 – Dates:

- Transaction date – in this field, there should be the date of the invoice pointed

NOTE: this field appears only if there was an Invoice value chosen in the Evidence field on the previous page

- Consumption start date – in this field the start day of the period in which the fuel usage was measured should be pointed
- Consumption end date - in this field the end day of the period in which the fuel usage was measured should be pointed

NOTE: the end date cannot be prior to starting date

STEP 3: Data maintenance

- The user may see the list of records added to the application on every page. Every record may be edited or deleted.
- When editing the element of organizational settings (org units, facilities, energy providers, and contractual instruments) the element will be changed in all emission records in which it was used.
- When deleting the element of organizational settings the element must not be deleted if it is used in any of the records.